
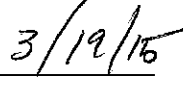


State of Alaska

Department of Labor and Workforce Development

Division: Business Partnerships	Policy: 1004
Subject: Grant Amendments	Pages: 3
Reference: <u>Title 29 CFR PART 97.30; State Procurement Code AS 36.30.430-460; AS 37.05.315-3.25</u>	Effective: 1/1/2014
	Revised: 3/19/2015
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Approved:  Mike Andrews, Director </div> <div style="text-align: center;">  Date </div> </div>	

1. Policy

It is the policy of the Division of Business Partnerships (Division) to make decisions about grant amendments in a timely manner and to ensure such amendments are in alignment with the priorities of the Alaska Workforce Investment Board, the Department of Labor and Workforce Development, and the objectives and outcomes of original grant awards.

2. Parties Affected

This policy applies to grant recipients that receive public funds through the Division of Business Partnerships (the Division).

3. Purpose

This policy is intended to establish conditions for appropriate grant amendments and ensure a timely and accurate response to requests for grant amendments and appeal of denial decisions.

4. Definitions

Budget category is used to classify and sort funds such as personal services, travel, contractual, supplies, sub-grants, participant services, equipment, and administration.

Funding source is the program funds or cost category used to support the activities and outcomes of the project.

Grant is an award of public funds the division issues through competitive or designated processes to facilitate the mission of the division and department.

Grant amendment is the change to a grant that facilitates the successful accomplishment of grant objectives. Grant amendments include adjustments to the scope of work, terms and conditions, or budget.

Line item is an itemized costs associated with a particular budget category.

5. **Responsibilities**

- a. ***Requesting Grant Amendments:*** Recipients of grant funds have an obligation to make a timely request for an amendment to a grant agreement. Recipients must request a grant amendment if they expect to change the scope of work, have difficulty fulfilling the terms and conditions of the agreement or need to adjust a budget line item.

All amendments to the scope of work, terms, or conditions of the grant agreement require Division approval. Amendments to the budget are addressed below.

- b. ***Grant Amendment Limits:*** Amendments that transfer up to \$2,500 or 10 percent, whichever is greater, of a budget category do not require Division approval; amendments above this amount require Division approval. These thresholds are summative across all amendments and are relative to the originally-negotiated budget category amounts. Amendments to budget line items within a budget category do not require approval. Amendments between funding sources require approval.
- c. ***Notification Requirements:*** The Division must be notified in writing of all amendments, including those not requiring Division approval, explaining the need for the amendment.

Grant amendment requests requiring Division approval must be made in writing at least three working days in advance of an intended change. If a grant recipient encounters an unforeseen situation that requires an immediate or retroactive adjustment to the scope of work, terms and conditions, or budget, then the Program Coordinator II or their designee is authorized to make reasonable exceptions under these conditions.

- d. ***Frequency of Grant Amendments:*** Recipients of funding from the Division may request no more than one grant amendment per quarter. If a grant recipient requires more than one amendment within a quarter, the Program Coordinator II will determine if the situation warrants an exception to the policy. Each grant amendment may include any or all of the elements of the grant including the scope of work, terms and conditions, budget, objectives, and outcomes. The Division will not accept grant amendment requests within 45 days of the grant end date without prior approval from the Program Coordinator II or their designee.

- e. Timely Decisions on Grant Amendments:* Grant amendment requests should be received by the Division three working days in advance of the intended change. The Division has three working days to approve, deny, or request additional information. If additional information is requested, the Division has three days to make a decision to approve or deny the amendment after the additional information is received. If an amendment is denied, the Division will provide a written justification for the denial.
- f. Appeals:* Grant recipients may appeal decisions to the Program Coordinator I within five working days of a written denial. All appeals and responses must be in writing. The Division has five working days to make a decision regarding an appeal. The Division may request additional information from the grant recipient, bearing in mind that decisions must be made in a timely manner. The Division will negotiate with the grant recipient to determine a reasonable time for additional information to be submitted. Once additional information is received, the Division has three working days to make a final decision.